

HUMAN RESOURCES BOARD

June 23, 2014

The meeting was called to order by Chairman Ilissa Povich at 7:05 PM in the Human Resources conference room on the second floor of the Wellesley Town Hall. Present were Board members John Roslansky and Nancy Saperstone. Alicia Blatchford joined the meeting in progress. Also present were Advisory Committee liaison Thomas Engels, Human Resources Director Scott Szczebak, Senior Human Resources Generalist Cheryl Daebritz and Barbara Peacock-Cody. Director of Facilities Joseph McDonough attended the first part of the meeting.

Ms. Povich introduced Ms. Peacock-Cody to those in attendance. Ms. Peacock-Cody will be joining the Board on July 1, 2014.

The first item on the agenda was Mr. McDonough's request for an Employee Recognition Award for Energy Manager Allen Hebert. Mr. McDonough summarized that Mr. Hebert, hired in November 2012, is an excellent employee who accomplishes the responsibilities of his job and significantly more. Mr. McDonough gave two specific examples of major projects Mr. Hebert managed in totality. The first was the Bates/Sprague exterior LED lighting project resulting in an estimated annual utility and maintenance savings of \$28,000. The second was the \$340,000 HVAC maintenance project carried out in all schools (except the High School) while classes were in session. The project improved the air quality and resulted in approximately \$90,000 in utility and maintenance savings. Both projects were completed on time and within budget. Mr. McDonough is requesting an Award of \$1,553.85, an amount equal to one week's salary. The funds would come from the Facilities Maintenance Department's budget. After a brief discussion and upon a motion duly made and seconded, the Board voted unanimously to approve an Employee Recognition Award for Mr. Hebert in the amount of \$1,553.85. Mr. McDonough thanked the Board and left the meeting.

The next three agenda items concerned employees from the Department of Public Works (DPW), Engineering Division. Assistant DPW Director David Cohen and Town Engineer David Hickey joined the meeting to answer any of the Board members' questions. The position of Engineer "A", Job Group 20, has been excluded from the FY 15 – FY 17 DPW Production Unit collective bargaining agreement, thereby requiring that the reclassification of the position and salary adjustments for the two incumbents. The results of the Hay Job Evaluation indicated that the position should be classified in Job Group 53. Mr. Hickey stated that there are plans to update the current job description, dated 2/20/1998.

The FY 15 hourly rate of pay for Job Group 20, Step 6, the current group and step of the two incumbents, is \$29.31, which annualizes to \$60,965. In addition, DPW employees covered by the collective bargaining agreements in the Production Unit contract are also eligible for payments for over-time, longevity and work boot reimbursements, payments which are not available to employees in the Merit Pay Plan. DPW Director Michael Pakstis' recommendation of a salary adjustment to \$62,500 for each of the two incumbents takes these additional payments into consideration. Following a brief discussion and upon two motions duly made and seconded, the Board voted unanimously to reclassify the position of Engineer "A" into Job Group 53 of the

Town's Classification and Salary Plan and to adjust the salary of the two incumbents to \$62,500, each effective July 1, 2014.

The next item on the agenda was Mr. Pakstis' request to hire James McNulty as the Senior Civil Engineer, Job Group 58, above the midpoint of the range. Mr. Pakstis is requesting an annualized salary of \$80,000, FY 14 SIR = 112.4%. Mr. Hickey gave a brief history of the multi-million dollar Fuller Brook Project, stating that the project is moving into the construction process, which will be overseen by DPW's Engineering Division. The construction phase is projected to take three years and requires the oversight of a dedicated project engineer. Three of the 12 applicants were interviewed and Mr. McNulty was the unanimous selection of the search committee. Mr. McNulty brings over 35 years of engineering and project management experience and is a P.E. and a licensed construction supervisor. Although the requested \$80,000 is significantly lower than Mr. McNulty's current annual salary of \$104,000, Mr. McNulty has stated that his current position at Raytheon requires substantial international travel and that this short-term project is a good fit with his current career plans. Mr. Hickey added that the funds for Mr. McNulty's salary and benefits would come from the Fuller Brook Project. Ms. Povich was assured that the requested salary would not result in any internal equity issues. Upon a motion duly made and seconded, the Board voted unanimously to approve Mr. Pakstis' request to hire Mr. McNulty as the Senior Civil Engineer at an annualized starting salary of \$80,000, effective the date of hire.

Mr. Cohen and Mr. Hickey thanked the Board and left the meeting.

The next agenda item was the Wetlands Protection Committee's (WPC) request to hire Pamela Helinek as the 21 hour/week Wetlands Administrator, Job Group 53, above the midpoint of the range. WPC Chairman Robert Collins is requesting an annualized salary of \$33,000, FY 14 SIR = 104.4%. Ms. Helinek has served on the Framingham Conservation Commission since 2004 and is one semester away from completing her Master of Liberal Arts Degree in Sustainability and Environmental Management from Harvard University Extension School. From 1987 to 2014 she was a Senior Software Engineer for BBN Technology prior to her actively seeking employment in the conservation/environmental area. Following a brief discussion and upon a motion duly made and seconded, the Board voted unanimously to approve Mr. Collins' request to hire Ms. Helinek as the 21 hours/week Wetlands Administrator at an annualized starting salary of \$33,000, effective the date of hire.

The Board was updated regarding the recruitment effort for the position of Natural Resources Director.

Upon a motion duly made and seconded, the Board voted unanimously to approve the ratification list. Board members reviewed a list of approved vacation carry over requests. Board members suggested a change to the text of the minutes of the May 19, 2014 which, upon a motion duly made and seconded, the Board voted unanimously to approve the amended minutes.

Mr. Szczebak updated the Board on the status of the recruitment effort for the Library Director, NRC issues and that he would be bringing his FY 15 goals to the next board meeting.

He added that he had met with several individuals regarding the status of the Building Operations Liaison job description.

Board members thanked Ms. Blatchford and Ms. Saperstone for their three years of service on the Board.

Upon a motion duly made and seconded, the meeting was adjourned at 8:12 PM.

Respectively submitted,

Ilissa Povich
Chairman

DOCUMENTS USED AT THE MEETING: agenda, Mr. Szczebak's documents list, Memoranda from Mr. McDonough and Mr. Larsen requesting Mr. Hebert's Employee Recognition Award, Mr. McDonough's recommendation for amount of the Award, Mr. Hebert's weekly pay from MUNIS, Personnel Policy: Recognition Program for Professional Staff, Energy Manager job description, Mr. Pakstis' request for salary adjustment for Engineer "A", Memorandum of Agreement, AFSCME Local 335 Production Unit, FY 14 Wage Scale, weekly pay from MUNIS for Mr. A. Denisenko and Mr. J. Manzolini, DPW organizational chart, Engineer "A" job description, Hay evaluation for Engineer "A", Memo from Mr. Pakstis requesting hire above, Mr. McNulty's resume, Senior Civil Engineer job description, email from Mr. Collins, requesting hir above, Ms. Helinek's resume, Wetlands Administrator job description, ratification list, vacation carry-over list, minutes of May 19, 2014 and recruitment report.